View Previously Generated Historical Reports

To view previously generated historical reports, complete the following steps:

1. Click the **Reports** tab.

2. Select **Historical Reports** and click **View Previously Generated Reports**. The *View Previously Generated Reports* page appears.

> **Application Tip**
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> Consider the following information about generating a Historical Report:
>
> - When a report request is submitted, its status is **Submitted**.
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> - When a report is successfully generated, the status is **Completed** and available for download.
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> - When a report request is submitted and the Historical Database is unavailable, an informational message appears stating, "*Historical Database is currently unavailable. All reports in Submitted status will be processed when the Historical Database is available.*" Report requests that are in **Submitted** status will remain in **Submitted** status until the database is available and the report is generated. After the report is generated a **Completed** status is displayed.
>
> - When a report request is submitted and the report could not generate (e.g. code error), its status is **Error**. Resubmit your report request to ensure your report is generated. If a report displays an **Error** status, the request can be resubmitted at any time without receiving a duplicate request message.

3.   Under the Download column, click ⬛ **Download**. The *File Download* dialog box appears.

> ⓘ **Application Tip**
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> Previously generated reports are available for 30 days. Duplicate report requests based on identical report parameters cannot be made within the same 7 day period; however, after 7 days a duplicate report request can be submitted. Report requests are user specific and are not viewable by other users.

> ⓘ **Application Tip**
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> The CIRA CSV Historical Report page is configured to download a maximum of 31 days of search results. This range parameter applies when a user searches using **Received Date**, **Check Capture Date**, **Settlement Date** or **Return Settlement Date**. The system will display an error message to you if you attempt to search for results beyond the configured range.

4.   Click **Open**, **Save**, or **Cancel**.

> ⓘ **Application Tip**
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> If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, the dialog box closes and no data will be saved.

> ⓘ **Application Tip**
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> Additional button on the page that helps you perform other tasks:
> *   Click **Cancel** to return to the OTCnet Home Page. No data will be saved.